

Travis County TNR Planning and Engineering Services Division  
411 West 13th Street, Executive Office Building, 8th Floor, P.O. Box 1748, Austin, TX 78767  
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## PRELIMINARY PLAN COMPLETENESS REVIEW FORM

*This form represents the standard requirements for a completeness review for all preliminary plans, including those required to be submitted with final plat applications. Failure to provide all of the information requested may result in a determination that the final plat application is incomplete. The review of the Preliminary Plan for correctness will be based on the requirements of Chapter 82 of Travis County's Standards for Construction of Streets and Drainage in Subdivisions.*

Project Name on Plan: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Initial Submittal [ ] Revised Preliminary (Name): \_\_\_\_\_

Street Location: \_\_\_\_\_

Precinct: \_\_\_\_\_ Other Jurisdiction (City ETJ): \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Tax Map Parcel ID: \_\_\_\_\_ Watershed: \_\_\_\_\_

FEMA Floodplain Panel Number(s): \_\_\_\_\_

Signature of Property Owner or Agent\*: \_\_\_\_\_ Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*\* Attach written authorization signed by the Owner of Record designating him/her as agent for this project*

### DEPARTMENTAL USE ONLY

Date Filed: \_\_\_\_\_ Staff Name: \_\_\_\_\_

#### Preliminary Plan Completeness Review Checklist

Items marked with a "check" are complete, circled items must be completed, "NA" means not applicable.

- [ ] 1. Copy of Preliminary Plan (drawn at 1"=100'). Also, for all commercial subdivisions and for single-family residential subdivisions over 20 acres, digital drawing file of subdivision.
- [ ] 2. Maximum Sheet Size 24" x 36".
- [ ] 3. Date of Submittal, Scale, North Arrow, Legend.
- [ ] 4. Site Location Map oriented with North to the top of drawing (scale sufficient to show street names and detail to locate tract).

- [ ] 5. Name, address, phone and fax numbers of the Owner, Engineer and Surveyor.
- [ ] 6. Unique subdivision name.
- [ ] 7. Legal Description of the property by survey name describing the Original Tract.
- [ ] 8. Total acreage, number of Lots, linear footage of streets and proposed uses other than single family must be noted on Plan.
- [ ] 9. Location of existing boundary lines and the width/location of platted streets or joint use driveways within or adjacent to property.
- [ ] 10. Physical features shown (water courses, ravines, existing structures, existing or proposed bridges and culverts) including buffer zones and Site Assessment required by Section 82.209, if applicable.
- [ ] 11. Location of trees or clusters of trees, 6" in diameter or greater, proposed to remain within clear zone and low sight distance areas of the ROW.
- [ ] 12. Topographic contours (equivalent to 2' contours on land < 5% gradient or 5' contours on land >5% gradient; contour lines not more than 100' feet apart horizontally).
- [ ] 13. Location of any existing utilities or easements within subdivision boundary.
- [ ] 14. One (1) copy of Drainage Plan required under Section 82.203(14) and Stormwater Management Plan required by Section 82.209(i) if applicable, and an electronic copy of HEC runs on diskette.
- [ ] 15. Delineate 100 year flood plain on Plan and indicate whether the project is required to show the FEMA or full developed under Section 82.207.
- [ ] 16. If the limits of 100 year flood plain as per FEMA vary from the current FEMA panels, provide application to FEMA for a Conditional Letter of Map Amendment (CLOMA) or Conditional Letter of Map Revision (CLOMR).
- [ ] 17. Names, locations, width and dimensions of proposed streets, roads, lots, alleys, drainage easements, PUE's, parks or other sites for public use, profiles of streets crossing topo greater than 15% slopes.
- [ ] 18. Proposed public or private nature of the streets must be indicated.
- [ ] 19. Location of clustered mailboxes (if any).
- [ ] 20. Note on Plan designating utility providers. For all commercial subdivisions and for single-family residential subdivisions over 20 acres, if a municipality, corporation, or district will provide the water or wastewater service, a letter of intent certifying either that service is available or that facilities to serve the subdivision will be constructed as development progresses either by the municipality, corporation, or district or by the owner.
- [ ] 21. Lot sizes meet appropriate regulatory standards.
- [ ] 22. Satisfy ATS and boundary street obligations.
- [ ] 23. Letter from LCRA providing preliminary approval for onsite private waste disposal facilities (if in their jurisdiction).

- [ ] 24. Note on plat stating municipal jurisdiction, if applicable.
- [ ] 25. Travis County Subdivision Fees Calculation Form and receipt showing payment of all required fees.
- [ ] 26. If groundwater will be relied on to provide the water supply to the subdivision, the material required by 30 Texas Administrative Code Chapter 220.

More information about the items required herein can be obtained from Travis County, Standards for Construction of Streets and Drainage in Subdivision (Chapter 82). A copy of these standards can be obtained from TNR at 411 West 13<sup>th</sup> Street, 8<sup>th</sup> floor, (512) 854-9383 or on the Travis County web page: <http://www.co.travis.tx.us/tnr/subdivision>.

On this date, all items necessary for a technical review of the proposed Preliminary Plan have been submitted and constitute a COMPLETE APPLICATION.

Application Completed: \_\_\_\_\_ Staff Name: \_\_\_\_\_